

<b>CM/ECF</b>  <b>External User's Guide</b>  U.S. Bankruptcy Court, Southern District of Florida	Chapter IV  Queries and Reports
	Section 2  Reports - Ballots

This procedure demonstrates the steps to create a Ballot Report.

STEP 1 Select **Reports** from the main menu.

STEP 2 Click on **Ballot Report**.

STEP 3 The **Ballot Report** screen will display.

- ◆ Enter the case number and a date range. Click **Submit Report**.

STEP 4 The **Ballot Report** screen will display based on the criteria entered.

- ◆ The document number has a hyperlink to the PDF image of the ballot. Viewing the image requires a PACER login.